

Lesson 5: Entering Orders During the ED Visit

During the ED visit, providers may choose to place additional orders. It is not required to re-open the **ED Provider Note**.

TO PLACE ORDERS FROM ANY AREA OF THE CHART:

▶ In the Sunrise toolbar, click the **Order Entry** button.

Maintaining Orders

Throughout the patient stay, a patient's condition may warrant adjustment of orders, such as discontinuing/canceling orders (for example, stop an order or an order entered in error).

Discontinuing / Canceling Orders

Orders that have already started (a medication order) and are no longer required are discontinued. Orders such as a lab or radiology orders that have already started resulting by the respective ancillary department, cannot be canceled. You must notify the department to cancel the order.

TO DISCONTINUE OR CANCEL AN ORDER:

1. On the **Orders** tab, do one of the following:

Right-click on the order and select Discontinue/Cancel.

Click the checkbox next to the order, and then click the Discontinue/Cancel



If the order was placed from an order set and linked to other orders, the **Discontinue/Cancel Orders** window appears.



Discontinue/Cancel Orders - Allscripts, Train	er - (1/13 selected)	-	and the second			
Allscripts, Trainer	AD-CUB05A Allergy - No Know	n Drug Allergies;	Male Food: Peanut	55y (07-04-1965)		
Discontinue/Cancel Discontinue/F	eorder					
If you select/deselect order(s) from any linked order set, the system will automatically select/deselect other order(s) in the same linked order set that must be DC/Canceled at the same time. Additional orders for all linked order set(s) are also shown for your review.						
CT Abdomen and Pelvis WithOL Contrast - Transport Method: Portable, Beeper: 55555087 Exam Reason: abdominal pain, Contraindications: Unknown Dx: abdominal pain	ıt IV 07-28-2020 15:24	Active				
Abdominal Pain Order Set	Jul 28 2020 3:23 PM	Chabura		Chan		
Glucose, Blood, Point-of-care	07-28-2020 15:24	Active		stop		
measurement - STAT Abdominal Pain Order Set	Iul 28 2020 3-23 DM					
Monitor Vital Signs	07-28-2020 15:24	Active		<u> </u>		
Abdominal Pain Order Set	Jul 28 2020 3:23 PM					
Measure Height - STAT Once	07-28-2020 15:24	Active				
Abdominal Pain Order Set	Jul 28 2020 3:23 PM					
Select All Deselect All Details [tem Info] (view Linked Orders)						
When 💿 Now						
By Me Other Cross, Bandall		O Date:		<u>-</u>		
		-				
Heason:	•	fime:	×			
		ок С	ancel App	oly <u>H</u> elp		

The selected order from the **Orders** tab is pre-selected.

If the order was placed as a single order, the DC/Cancel window appears.

DC/Cancel	×
Requested By	
DC/Cancel Details	
Reason:	-
● Now ○ Date: ·	÷₹
Time:	
Apply to all future occurrences]
OK Cancel	<u>H</u> elp

- 2. In the **Requested By** section, do one of the following:
 - **Me** is the default indicating the order is being discontinued/canceled by the current user.
 - Select **Other** if the order is being discontinued/canceled on behalf of another provider.
- 3. In the DC/Cancel Details section:
 - a). Select a **Reason** from the drop-down.
 - b). Leave the default of **Now** for the order to be discontinued/canceled immediately or select **Date** to enter a future **Date/Time** for the order to discontinue/cancel.
- 4. Click **OK**.



Updating a Lab Specimen Status as Collected

When lab orders are ordered as **Physician/Nurse Collect** and specimen will be collected within the unit, the Nurse or Physician must update the status of the order to **Collected**. This will send the interface message to the Laboratory system to indicate the collected status.

TO STATUS LAB SPECIMEN COLLECTED:

1. On the **Orders** tab, do one of the following:

Right-click on the order, and then select Add Specimen.

Click the checkbox next to the order(s), and then click the **Add Specimen Solution** on the tab-level toolbar.

The Add Specimen window appears.

Add Specimen		
Specimen Type: Blood Order(s):	•	Specimen ID: 247AA3113
Comprehensive Metabolic Panel - Phys/Nurse Coll STAT	07-28-2020 15:24	Pending Collection
Amylase - Phys/Nurse Coll STAT	07-28-2020 15:24	Pending Collection
🗖 👘 Lipase - Phys/Nurse Coll	07-28-2020	Pending 💌
Collection Date & I ime Collected Over Time Start Date: End Date:	07-28-2020	Start Time: 15:44
Specimen Collected by: Cross, Randall		No. of Labels to Print: 1
Collection Volume: 0 Unit	of Measure:	•
Additional Comments:		A
OK Cancel Apply View Details	Item Info	Select All Deselect All Help

- 2. Ensure the appropriate order item(s) are selected.
- 3. Complete additional details, if required.
- 4. Click **OK**.

The order Status updates to Collected.